

## WORKFORCE SERVICES

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### OCCUPATIONAL SKILLS TRAINING PARTICIPANT RESPONSIBILITIES

I am requesting approval of DLR program funding for training. In order to be approved for and continue to receive funding:

- I agree to ***attend all classes as scheduled***. I understand excessive absences, excused or unexcused, may be cause for termination of WIOA Title I assistance with tuition, required fees, and other Support Services.
- I agree to ***participate in Integrated Resource Team meetings*** with the Employment Specialist and training provider representative if and when requested.
- I agree to remain in ***contact with my Employment Specialist*** via phone, email or in person as often as required. This includes completing ***Monthly Monitors*** ([Form 22](#)) to monitor progress and identify additional needs.
- I understand that if I am approved for training, partner agencies may be included my educational planning.
- I understand DLR ***must receive my grades at midterm and at the end of semester or quarter***, and this is required to continue to receive funding. Grades may be submitted by:
  - Email or fax from an authorized representative of the institution directly to DLR staff.
  - Printing them directly from my student account in the presence of DLR staff.
  - Email from me to DLR staff with a cc: to my academic advisor or Success Coach.
- I understand I must maintain ***satisfactory progress*** (i.e. 2.0 cumulative GPA on a 4.0 scale at the end of a program term) and meet minimum requirements as defined by the specific program.
- I understand I must have ***prior approval*** from DLR staff to change my program of study, class schedule, or completion date.
- I understand I must be a full-time student, unless otherwise authorized by DLR staff.
- I will not misrepresent my grades or progress.
- I will seek training-related employment as I am nearing completion of the approved training program.

I understand the DLR Workforce Training program is not an entitlement program. I understand other financial assistance I may receive will be coordinated with Workforce Training funds, and I am not guaranteed DLR funding from semester to semester. To continue to receive funding from DLR, I agree to all of the items list above.

#### STUDENT SIGNATURE

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SIGNATURE

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DATE